VACANCY PAYROLL ADMINISTRATION OFFICER

EISA has a vacancy based in Johannesburg, South Africa for the position of Payroll Administration Officer.

EISA offers a competitive remuneration package based on qualifications and experience. EISA is a continental not for profit organisation located in Johannesburg, South Africa with regional and field offices in 9 African countries and has continental and sub-regional programmes. Responsible to the Operations Director the Payroll Administration Officer will be required to:

Responsibilities

- Ensure timeous payment of salaries for all head office staff.
- Fulfil all payroll-related functions such as preparation of Excel spread sheet, process into the VIP-001 payroll system before authorisation for payment and then submit through Nedbank.
- Capture monthly consultants payments into the VIP-002 Payroll.
- Process all monthly statutory returns reconciliations and payments for PAYE, Unemployment Insurance Fund (UIF), Skills Development Levy (SDL), Provident, Funeral Fund and Medical Aid for both VIP-001 and Vip-002.
- Submit UIF via declaration system.
- Prepare salary audit schedules for auditors and Head of Finance, close off month in VIP Payroll and do back up.
- Prepare reconciliation schedules for VIP and actual payment to release IRP5 information to SARS E@syfile midyear and final at year end plus distribute IRP5’s to staff and consultants.
- Prepare annual Ooccupational Inj[uries and Diseases (OID) report and effect payment.
- Process Annual Employment Equity Report before 15th January every year.
- Prepare schedules and copy annual information to be send to Auditors re annual audit.
- Update and maintain personnel files including Field Offices
- Prepare contract and package details for new staff including Field Offices
- Update and maintain leave schedules including Field Offices
- Administer Provident Fund, Group Life, Funeral Fund and Medical Aid.
- Handle all insurance claims and forward updated asset register to insurance as soon as purchases are made, or items made redundant.
- Keep all insurance documents and update/renew annually.
- Ensure new staff have access card, keys, etc.

General

- Ensure new staff have access card, keys, etc
- Any other tasks requested by the Operations Director and/or Head of Finance
Job Specification

Education
• Certification in Advanced VIP payroll system
• Financial Accounting certificate
• Computer competency

Experience
• 2-3 years working experience on VIP Classic payroll

Knowledge and Skills
• Extensive up to date knowledge of legislation applicable to payroll
• Extensive knowledge of VIP Payroll and SARS E@syfile system software
• General administration skills
• Knowledge of office systems
• Knowledge of IT and computer skills
• Good communication and interpersonal skills
• Driver’s license

How to apply: Applications, including a résumé with at least two referees and their contactable telephone numbers and email addresses, should be sent to: zahira@eisa.org

Closing date for submission of applications is Wednesday 10th March 2021 17h00. Only short-listed candidates will be contacted. EISA reserves the right not to appoint.